

<b>ORDER FOR SUPPLIES AND SERVICES</b>				REQUISITION/REFERENCE NUMBER PR202011100010		PAGE OF PAGES	
1. DATE OF ORDER 11/13/2020		2. ORDER NUMBER 47QFRA21F9999		3. CONTRACT NUMBER 47QRAD20D1160		4. PDN NUMBER <b>QP0024253</b>	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING AND APPROPRIATION DATA						
	FUND	FUNCTION CODE	B/A CODE	CC-A	C/E CODE	FY	REGION
	CC-B	PROJ./PROS NO.	O/C CODE	ORG. CODE	W/ITEM	PRT./CRFT	
6. TO: CONTRACTOR (Name, address and zip code)  Dynamic Management Associates, LLC. 1901 Briar Rose Lane Apt 304 Woodbridge, VA, 22192-6986					7. TYPE OF ORDER		
					A. <input type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated.		
					B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract.		
					C. <input checked="" type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract.		
8A. Data Universal Numbering System (DUNS) Number <b>(b) (4)</b>		8B. Taxpayer Identification Number (TIN) <b>(b) (4)</b>		D. MODIFICATION NUMBER			
9A. BUSINESS CLASSIFICATION				AUTHORITY FOR ISSUING			
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input type="checkbox"/> g. VETERAN <input checked="" type="checkbox"/> h. SERVICE DISABLED VETERAN				Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged. 9B. START DATE: 12/1/2020 9C. COMPLETION DATE: 11/30/2021			
10. ISSUING OFFICE (Address, Zip Code, and Telephone Number)  GSA FAS Region 8 Denver Federal Center 111 Kipling St, Bldg. 41 Denver, CO 80225			11. REMITTANCE ADDRESS (MANDATORY)  Payments to be made via EFT		12. SHIP TO (Consignee Address, Zip Code and Telephone Number)		
13. PLACE OF INSPECTION AND ACCEPTANCE				14. REQUISITION OFFICE (Name, Symbol and Telephone Number)			
15. F.O.B. POINT		16. GOVERNMENT B/L NUMBER		17. DELIVERY F.O.B. POINT		18. PAYMENT/DISCOUNT TERMS	
19. SCHEDULE							
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)			QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Form 300 issued in lieu of 1449 IAW GSAM 513.302-70(b) Section C - Clauses Attached Section D - Attachments Attachment 1 PWS Attachment 2 - Terms and Conditions Attachment 3 - Price/CLIN Schedule  SF300 Award Language Separately Attached						
20. RECEIVING OFFICE (Name, Symbol and Telephone Number)						TOTAL FROM 300-A(s)	\$0.00
21. MAIL INVOICE TO: (Electronic Invoice Preferred) GENERAL SERVICES ADMINISTRATION  Electronic Invoice Preferred: Submit Invoices to VCSS and to nicole.chong@gsa.gov and jessica.carducci@gsa.gov				22. GROSS SHIP WEIGHT		GRAND TOTAL	\$0.00
				23. SHIPPING POINT			
				24A. FOR INQUIRIES REGARDING PAYMENT CONTACT:		24B. TELEPHONE NUMBER	
25A. NAME AND TITLE OF OFFEROR/CONTRACTOR Mr. Joseph Bond, CEO				26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Nicole Haines			
25B. <b>(b) (6)</b>		25C. DATE SIGNED 11/13/2020		26B. SIGNATURE <b>(b) (6)</b>		26C. DATE SIGNED 11/13/2020	

**General Services Administration**

**Federal Acquisition Service (FAS)  
Region 8, Denver, Colorado**

**Performance Work Statement**

**AOD/AAS Acquisition Support Services**

**23 May 2022**

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## **1. General Introduction**

The Federal Acquisition Service (FAS) possesses unrivaled capability to deliver comprehensive products and services across government at the best value possible. FAS offers a continuum of innovative solutions in the areas of acquisition, products and services, technology, motor vehicle management, transportation, travel, procurement and online acquisition tools.

The Region 8 FAS mission is to provide premier acquisition support and solutions to the government and be the trusted partner in the design and delivery of customer acquisition strategies and solutions.

Region 8 FAS acquisition efforts are organized into two main divisions, Acquisition Operations Division (AOD) and Assisted Acquisition Services (AAS.)

GSA's Office of Assisted Acquisition Services is the program and project management office that provides custom acquisition, project, and financial management support services to federal agencies across the federal government. AAS helps guide customer agencies through the procurement and acquisition process and enables them to make the best decisions for their specific agency needs.

GSA's Acquisition Operations Division is the contract management organization that partners with the AAS program office throughout the entire acquisition process while ensuring effective contract award and contract administration services are achieved. Together, AOD and AAS perform the full spectrum of the acquisition lifecycle on behalf of their customer agencies, enabling them to focus less on acquisition management and more on the agency's core mission activities.

### **1.1. Objective**

The objective of this Performance Work Statement (PWS) is to help AOD and AAS provide premier acquisition support to our government customer agencies. Provide premier contract management and project management services as needed throughout the entire acquisition lifecycle to support AAS & AOD in achieving customer acquisition goals and meet all performance objectives for the region.

### **1.2. Scope of Work**

This PWS establishes the requirements for the Contractor to provide non-personal project management and contract management acquisition support services to AAS and AOD. The scope of this PWS covers all types of pre-award and post award activities performed throughout the entire acquisition life cycle for all contract types. Acquisitions may range in dollar value from small to large and complexity from simplified to highly complex. Small acquisitions are within the Simplified Acquisition Threshold (SAT). Large acquisitions can far exceed the SAT. Services may include acquisition planning

assistance, such as market research and procurement strategy recommendations; acquisition document development, such as independent government cost/price estimates, statements of work, performance work statement or statements of objectives, quality assurance surveillance plans, request for quotation, request for proposal or task order requests, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract closeout assistance.

The scope of this PWS shall not include any function that meets the definition of Inherently Governmental services as identified in FAR 7.503.

### **1.3. Background**

Region 8 FAS is a self-sustaining organization and therefore dynamic. Business volume expands and contracts requiring flexibility with respect to personnel required throughout performance of this contract. As business volume increases or decreases the need for contractor support may increase or decrease in concert with changes to Full Time Employee (FTE) staffing levels. Contractor support staff will prepare pre-award and post-award contract documentation for a variety of products and services for AOD and AAS. Adjustments to contractor support may be made in accordance with business volume.

### **1.4. Place of Performance**

The primary place of performance is in support of the General Services Administration, Federal Acquisition Service's office located at the following address:

Denver Federal Center  
Building 41  
Lakewood, CO 80225

Performance may occur at the contractor's facilities or other locations to meet the requirements of the contract.

Telework may be authorized by the contractor team lead or other contractor representative in coordination with the Contracting Officer (CO) or Contracting Officer's Representative (COR). Contractor shall have a relevant company Telework Plan and/or Telework Agreement at all times with their employees.. Work site(s) approved by the contractor team lead or other representative are not subject to reimbursement of travel, mileage, or other additional costs.

## **1.5. Applicable Documents**

Performance of tasks and development of documents must be in accordance with:

- Federal Acquisition Regulation (FAR)
- General Services Acquisition Regulation and Manual (GSAR/GSAM)
- Any customer agency supplemental regulations such as the Defense Federal Acquisition Regulation Supplement (DFARS)
- GSA Agency policies and procedures- Link to be provided at awarded
- GSA Region 8 Roles and Responsibilities Documents- Link to be provided at award
- Other applicable laws, policies, regulations and procedures

## **2. Specific Requirements/Tasks**

The contract life cycle generally consists of three major contract phases: Pre-Award, Award and Post-Award. The contractor shall provide personnel and resources requested to provide efficient and cost effective project management and contract management acquisition support services. The tasks, documentation and functions performed at any time throughout the period of performance will vary greatly depending on the needs of the government, complexity, type of contract and phase of the acquisition life cycle. While the entire acquisition life cycle is represented in this PWS, the government may not need all tasks performed at all times. Therefore, performance of specific tasks may be agreed upon between the government and contractor during administration of this task order.

### **2.1. Task One – Pre-Award Phase: Contract Management and Project Management Support Services**

The contractor shall provide advice, recommendations and document development support to AAS and AOD in the assistance of pre-award activities. Tasks may include:

#### **2.1.1. In-take of Work Packages**

Assist in the regional intake of work process and receive/collect customer requirement documents. Assist in the execution of Inter-agency agreements (Part A) and create project numbers/PIIDs in ASSIST. Review initial requirements packages and create an initial milestone schedule within Smartsheets or other related software. Schedule/coordinate initial kick off meetings with customer agencies to discuss requirements and initial document comments. Work with customer agencies to establish evaluation teams.

Output: Collect, draft, review Part A, Project number/PIID in ASSIST, Smartsheet milestones for each project. Initial Independent Government Cost Estimate (IGCE), Statement of Objectives (SOO), Statement of Work (SOW) and Performance Work Statement (PWS) and associated customer requirement documents.

### **2.1.2. Funding, Acquisition Planning and Strategy Support**

Assist with validating customer's Bona Fide needs and performing funding verification (severable/non severable, appropriate funding type) including execution of Part B. Route customer funding through finance. Assist in the development and initiation of acquisition plans and preparation of ancillary documentation related to elements of acquisition plans. Perform research and provide analysis and recommendations for all elements within an acquisition plan including, defining needs, documenting relevant market research, analyzing approaches, options, strategies, budget and funding requirements, performing meaningful risk analysis, analyzing contracting methods, service contract labor standards analysis, analyzing contract type options, competition, sources, special contracting methods, costs, logistics concerns, formulating the contracting strategy and contract administration plan and needs, etc. Prepare and/or obtain contract file documentation required for execution of the acquisition plan.

Output: Written acquisition plan for government review. Ancillary contract file documentation such as Determination and Findings (D&F,) interagency agreements, funding documents, obtaining Contracting Officer Representative (COR) certification of training documents, COR nomination of appointment, sole source, limited source, brand name justifications, justifications and approvals, waivers, fair opportunity exceptions, risk mitigation plans, memorandums for record, government furnished property documentation, and other relevant contract file documentation, etc.

### **2.1.3. Market Research Support**

Conduct market research in order to determine the most suitable approach to acquiring the needed supplies and services. Conduct market research to identify potential sources, determine commercial availability and identify existing contract vehicles. Potential sources should include socio-economic program participants and capability assessments (i.e. small business programs.) Research existing GSA contract vehicles such as GSA Federal Supply Schedules, Government Wide Acquisition Contracts (GWAC), GSA Multiple Award Contracts for government-wide use such as OASIS in order to determine whether existing GSA vehicles are available to meet the acquisition needs. Assist in the preparation and execution of industry day activities or pre-solicitation conferences. Prepare written documentation of market research results.

Output: Market research report documentation, Commercial Item Determinations, Market research announcement documentation such as Request for Information (RFI) or other market survey documentation, Small Business capability analysis GSA Form 2689, Meeting minutes, notes or other records and documentation

supporting market research activities such as an industry day.

#### **2.1.4. Requirements Development/Describing Agency Needs & IGCE**

Assist in the development and preparation of the initial SOO/SOW/PWS or any other type of specification or requirements documents. This effort includes assisting program offices in researching and refining specifications and standards, gathering comprehensive requirements, ensuring that market research collected is given due consideration, assisting in the development of PWS or SOO objectives, developing measurable performance standards with acceptable quality levels, developing monitoring methods, providing consultation and recommendations and coordinating requirements documents, assisting in the development of Quality Assurance Surveillance Plans (QASP) concurrently with the development of the PWS, SOO or other performance specification utilized.

Contractor shall provide assistance in preparation of independent government cost estimates (IGCE). Such assistance may include research and analysis of past purchases of similar products or services, current market values of products or services, or other agency purchases of similar products or services. The contractor shall consolidate information to support the development of IGCE's and assist in format and creation of IGCE's.

Outputs: SOWs, PWS's, SOO's, specifications and other related documents, QASP, IGCE, research and analysis documentation or reports

#### **2.1.5. Solicitation Preparation and Other Supporting Documentation**

Prepare solicitation documentation such as Request for Quotations (RFQs), Request for Proposals (RFPs), Invitation for Bids (IFBs), source selection plans or other solicitation documentation in accordance with FAR and any applicable agency supplemental regulations and policy. Review solicitation documentation for compliance with FAR or applicable agency supplement requirements. Ensure all solicitation documentation is well organized, logical and well written. Prepare documentation to ensure solicitations include all necessary elements such as terms and conditions, provisions and clauses. Recommend and prepare any unique terms and conditions as required.

Prepare documentation and assist in the execution of pre-proposal conferences, pre-bid conferences or site visits. Collect questions and information and develop responses to pre-award inquiries or questions.

Prepare synopsis or any other relevant solicitation announcement documentation to be submitted through electronic means such as GSA eBuy, SAM.gov (formerly FedBizOps,) or any other appropriate means. When required prepare solicitations



using GSA systems such as IT Solutions Shop (ITSS) or Assisted Services Shared Information System (ASSIST) or any other system or software programs that GSA utilizes.

After release of the solicitation, the contracting officer must be the focal point of any exchange with potential offerors. The contractor shall prepare solicitation amendments, gather information, consolidate questions and other facts and document them in writing. Provide advice, assistance and recommendations for the contracting officer regarding consideration of changes in government requirements, such as changes in funding, requirements, specifications or delivery schedules. Document in writing proposed changes and complex concerns. Prepare solicitation amendment documentation.

Prior to release of solicitation ensure all internal controls and oversight review requirements such as legal review, have been obtained.

Output: Solicitation documents, Request for Quotation, Request for Proposal, Invitation for Bid documents, Task Order Requests, Synopsis, Combined Solicitation/Synopsis, Source Selection Plans, Solicitation Amendments, SF30s, Question and Answer responses, etc.

## **2.2. Task Two – Award Phase: Contract Management and Project Management Support Services**

The contractor shall provide advice, recommendations and document development support to AAS and AOD in the assistance of activities in the award phase. The award process involves all work related to awarding the contract. The job tasks and competencies of this phase produce the contract. Tasks may include:

### **2.2.1. Proposal/Quotation Evaluation and Negotiation Preparation**

The contractor shall assist in the evaluation process by preparing, organizing and producing documentation used to perform the evaluation. Assistance may include activities such as identification of evaluation team members and ensuring Conflict of Interest/Non Disclosure Forms are signed and filed in the contract file; preparation of evaluation sheets for the evaluation team to use; taary to aid the government in the determination of a fair and reasonable price.

The contractor shall assist the government in the negotiation process by coordinating, preparing, organizing and producing documentation for the government to use in its negotiation. Work with evaluators and the contracting officer to identify pre-negotiation objectives and assist the contracting officer with negotiations or discussions.

Output: Pre-negotiation memorandum, price negotiation memorandum, source selection/evaluation documentation, D&Fs, competitive range documentation, price analysis documentation, cost analysis documentation, cost realism analysis documentation, abstract of offers, SAM registration check and/or meeting minutes or other note taking activities and compiling information from the evaluation team to produce organized evaluation documentation; reviewing documentation to ensure written documentation is organized, error free and sufficient to support evaluations conducted.

The contractor shall perform price analysis, cost analysis, and/or cost realism analysis using the techniques prescribed in the FAR as necessary other SAM documentation,

### **2.2.2. Pre-Award Notification, Post-Award Notification, Debriefing and Protests**

Prepare pre-award and/or post-award notification letters in the appropriate format as required by the FAR.

Prepare debriefing information for successful or unsuccessful offerors. Gather information appropriate for sharing depending on whether the debriefing occurs pre-award or post-award.

Assist the government in responding to protests. Protest may be to the Small Business Administration (SBA) regarding protest of set-aside or small business preference eligibility, agency protests, protests to the Government Accountability Office (GAO) or protests to the Court of Federal Claims. The contractor shall gather and organize documentation as needed to develop the protest file.

Output: Pre-Award Notification Letter, Post-Award Notification Letter, Debriefing documentation, Protest response documentation, etc.

### **2.2.3. Contract Formation and Award**

The contractor shall prepare ASSIST for award, including but not limited to, loading the applicable data entry between the ASSIST COI page and mod request, creating certification of funds and submitting to finance, and ensure funds are certified in the system. Contractor shall also organize and prepare, using the appropriate format, final contract award documents for contracts, task orders and/or delivery orders in ASSIST, or other government required system. Ensure all parties received copies of distributed contracts and ensure accuracy of contract documents received. Prepare synopsis of award. The contractor shall prepare Contracting Officer Representative (COR) delegation letters and distribute the COR delegation letters after CO signature.

Output: Certification of funds, Contract/Task/Delivery Order Award Documents, GSA Form 300, SF 1449s, SF26, synopsis information.

#### **2.2.3.1. Federal Procurement Data System (FPDS)**

Contractor shall report contract actions into FPDS utilizing the ASSIST FPDS module.

Output: FPDS entry/reporting documentation, contract file documentation, metric monitoring documentation, etc.

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
FPDS AQI metric maintains green status (90%)	No more than one “yellow” reporting period (i.e. monthly) in a year	Review of AQI reports	Monthly

### **2.3. Task Three – Post-Award Phase: Contract Management and Project Management Support Services**

The contractor shall provide advice, recommendations and document development support to AAS and AOD in the assistance of activities in the post-award phase. This involves the functions known as contract administration and contract closeout. The post award functions will vary greatly depending on the complexity and type of contract.

The contractor shall prepare appropriate documentation and assist in the execution of actions in contract administration.

#### **2.3.1. Contract File Management/Maintenance, Contract File Documentation/ECF Filing**

The contractor shall manage and maintain electronic contract files (ECF). The contractor shall review file documentation to be uploaded to the ECF and ensure the proper file naming convention is applied to the document. The contractor shall fix and rename incorrect document file names. File naming shall be in accordance with agency file naming policy. The contractor shall upload contract file documentation to the ECF as needed.

Output: Monitor and maintain AOD ECF Common Mailbox and upload requested documents in accordance with GSA Naming conventions and assigned document folders.

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
Document is filed in ECF within 3 days of request	No more than 2x/month where 3 day request was not met for files selected by government for review	Random Sample and/or feedback from CO	As needed
Proper document File naming convention is followed	No more than 5 instances of incorrect naming convention/month for files selected for review by government	Random Sample	As needed
Document is filed in appropriate ECF TAB location	No more than 5 instances of incorrect naming convention/month for files selected for review by government	Random Sample, audit review, and/or feedback from CO	As needed

### **2.3.2. Post-Award Orientation**

The contractor shall assist in the planning and preparation and participate in post-award orientation activities or meetings and produce relevant documentation to conduct the post-award orientation. Post-award orientation may be written orientation (e.g., traditional letter, e-mail, or fax) or formal meetings (e.g. face-to-face meeting). Following post-award orientation, the contractor shall document the contract file, retain a copy of any written post-award orientation reports or other available documentation relating to Government participation in a post-award conference.

Output: Agendas, Letters, Post-Award Meeting Summary Report, etc.

### **2.3.3. Contracting Officer Representative (COR) Monitoring**

The contractor shall monitor and track all COR's designated in writing on FAS Region 8 contracts to ensure all COR certifications and continuous learning requirements are current at all times. The contractor should utilize the Region 8 COR Tracking Spreadsheet or other designated tracking method. The contractor shall review the Region 8 COR Tracking Spreadsheet in each ECF periodically as necessary but no less than annually and ensure an up to date and accurate copy is filed in the appropriate ECF TAB per GSA policy. The contractor shall obtain current copies of all required certifications and continuous learning documentation pertaining to COR certification and upload them into the appropriate ECF TAB per GSA policy. The contractor shall notify the Contracting Officer of any discrepancies found and recommended remedies.

Output: Completed COR Tracking Spreadsheet for ECF, COR Certifications

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
Contract files are reviewed at least annually & COR certificates & continuous learning documentation saved in the ECF	No more than 1 instance where current COR documentation is not found upon audit of ECF	Audit of ECF	Quarterly (As Needed)

### **2.3.4. Invoice Processing, Funds Management, Financing, Contract Cost Administration**

The contractor shall review and examine invoices in accordance with the requirements outlined in the contract, as well as the FAR, agency supplements, and GSA policy. The contractor shall notify the contracting officer of any defects. Identify and consider the terms and conditions of the contract that bear on the amount to be paid. Applicable terms and conditions may include price, type of contract, payment, period for constructive acceptance, discounts, liquidated damages, labor law requirements, etc. Perform necessary mathematical computations required to determine the total amount due under the invoice.

Investigate and resolve discrepancies between the invoiced amount and the amount the Government proposes to pay.

Recommend to the Contracting Officer the decision on the amount to pay against the invoice. Alternatives generally include: Pay in full; Pay in part, after written notice to the contractor specifying the deductions and/or withholdings; or Reject the invoice and return it to the contractor for correction and resubmission, specifying the reason.

Perform regular contract file reconciliations to monitor the funding levels on the contract and at the contract line item level. Prepare reports and communicate findings to the Project Manager and Contracting Officer.

Output: Invoice Review Package, General Correspondence, Inspection Reports, Reconciliation Reports, EVMS Reports, etc.

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
Review invoices and provide findings and recommendation to CO within 7 days of receipt of invoice	95% timely invoice reviews	Review in ITSS/ASSIST or through invoice detail reports	Monthly

#### **2.3.5. Contract modifications and adjustments (price & fee), option modification documentation development**

The contractor shall initiate mod page/request in ITSS/ASSIST IAW regional SOP, assemble and prepare documentation to execute contract modifications as needed throughout contract administration. The contractor shall obtain necessary information or documentation in order to evaluate the need for a modification. The contractor shall assemble and prepare documents needed to incorporate the proposed change into the contract such as revised specifications or revised performance work statements, etc. The contractor shall perform fact-finding or review change proposals, provide analysis and recommendations and prepare related documentation in order for the government to negotiate and incorporate the contract change.

The contractor shall monitor active contracts and determine if the contract includes option line items or option periods. The contractor shall research market prices for supplies or services covered by the option, prepare option modification documentation such as letters of intent, written determinations and other necessary documentation for the contract file in order to exercise the option.

Output: Modification documents such as Memorandums for Record, Price analysis documentation, Cost analysis documentation, SF30, Unilateral modification, Bi-lateral modification, Written option determination, Letter of Intent, Market research or market analysis documentation, etc

#### **2.3.6. Quality Assurance Monitoring, Performance/Deliverable Monitoring and Management**

The contractor shall monitor contract performance, schedules and track deliverables due during performance of the contract. The contractor shall ensure quality assurance inspections are performed by the appropriate personnel at such times and places required by the contract and as necessary to determine that the supplies or services conform to contract requirements. The contractor shall obtain any required reports and information due during performance of the contract and assist in validating information received from other sources such as technical representatives or inspectors.

Obtain feedback on contractor performance or deliverables, document the results and place in the contract file. Assist in executing the contract administration plan by conducting monitoring activities, data collection, inspection, and recommendations for acceptance as provided in the contract. Obtain sufficient data to verify satisfactory performance. Sources of information may include COR reports and informal feedback, inspection and acceptance reports or contractor reports such as progress reports or monthly status reports.

Verify and document evidence of actual or potential performance problems, delays, constructive changes, or other breaches. When there is evidence of an actual or potential performance problem, delay, constructive change, or other breach, identify the terms and conditions at issue, if any and report to the contracting officer and project manager. Collect data sufficient to identify both the symptoms and causes of any potential problems. Identify and obtain corrections to any government report (e.g., inspection) and inform the contracting officer and project manager.

Analyze and help determine potential impacts of any identified performance problems, delays, constructive changes, or other breaches on cost, delivery, and other requirements. Assist the contracting officer and project manager in the resolution of problems.

Collect, organize and prepare contract file documentation on performance and deliverable monitoring and management and save in the contract file.

Contractor shall monitor contract funding levels throughout contract performance. Monitoring activities include reviewing burn rate and determining the need for funding at the time stated in the contract, verify funding within ceiling price/task order value, verify receipt of incremental funds, coordinate funding through finance to certification in ITSS/ASSIST.

Output: Reports, Inspection Reports, General Correspondence, COR Correspondence, Fact Finding Documentation, Written Letters, Cure Notice, Show Cause Letter, Observation Notes, Meeting Minutes, Award Fee Board or Incentive Fee Documentation, Deliverable Report Collection, Contract funding and reconciliation reports, etc.

#### **2.3.7. Disagreements/Claims/Disputes**

The contractor shall assist in tasks related to contract disagreements, disputes and claims resolution. Perform research and fact finding with members of the government acquisition team (e.g., the cognizant auditor, COR) and analyze the information submitted with a contractor's claim. Collect other available information related to the disagreement, claim or dispute. Research options regarding whether to accept, partially accept, or reject the claim. Research the amounts of any adjustment or interest in accordance with FAR 33.208 related to the claim. Research whether to refer the matter to the agency official responsible for investigating fraud, because the contractor is unable to support any part of the claim and there is evidence that the inability is attributable to: misrepresentation of fact; or fraud on the part of the contractor. Assist the contracting officer in attempting to resolve the dispute through negotiations or a method of alternative dispute resolution.

Assist the CO in the preparation of the contracting officer's written decision. Prepare documentation recording the Government's position for negotiations or other method of resolution (e.g., mediation by a neutral party); take meeting minutes and document agreements made to be utilized in a bilateral contract modification; and document the resolution process in the contract file using a price negotiation memorandum or similar document. If appealed, assist the contracting officer in preparation of a claims file as needed.

Output: Fact Finding Documentation and Research, Reports, File Preparation, Memorandums, Meeting Minutes, Letters, Written Determination Documentation, etc.

#### **2.3.8. Termination**



The contractor shall assist in tasks related to contract termination. The contractor shall help identify indicators of the possible need to terminate a contract, work with other members of the Government acquisition team to identify available alternatives for action and the associated pros and cons, and offer recommendations for the appropriate termination method. The contractor shall prepare documentation and to perform termination actions.

Output: Fact Finding Documentation and Research, Reports, File Preparation, Memorandums, Meeting Minutes, Letters, Written Determination Documentation, etc.

### **2.3.9. CPAR Process Management**

The contractor shall manage and maintain the CPARS process and ensure CPARS are completed timely and assist the government in processing any backlogged reports. The contractor shall pull necessary reports and track when CPARS reports are due. The contractor shall notify the project manager (PM) and contracting officer (CO) of these due dates. The contractor shall organize and prepare the CPARS documentation for the PM to send to the customer agency. The contractor shall monitor the dates sent and notify appropriate personnel of required deadlines as necessary. The contractor shall document instances and rational for missed deadlines. The contractor shall notify the appropriate Branch Chief or Director of any CPARS that are in jeopardy of late reporting. This task requires the contractor to manage and maintain the process and not complete CPARS evaluations.

Output: CPARS documentation, reports, file preparation documentation, metric monitoring documentation.

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
Interim and final CPARS processed within 120 days after completion of the contract/task order period of performance end date	No more than one “yellow” reporting period (i.e. monthly) in a year	AQI Reports	Monthly
Contractor actively analyzes	1.Notification to acquisition team	Spot check of CPAR reports and	Monthly or more frequently as

& monitors CPARS reports and provides notifications to the acquisition team (CO & PM) and Government focal point in a timely fashion.	is provided in a timely manner so that the CO & PM can process the CPARS by the due date and;  2. Reporting results provided to the Government focal point are reasonably accurate	analysis	needed
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### 2.3.10. Closeout activities

The contractor shall perform contract closeout activities. Activities shall be conducted in accordance with the AAS Operational Notice 2019-003 AAS Closeout Guidance, if in effect or other subsequent closeout guidance effective during performance of this contract. The contractor shall pull reports on expired contracts as frequently as necessary and monitor closeout due dates to ensure closeouts are completed timely and assist the government with backlog closeouts. The contractor shall perform the necessary activities and produce the necessary documentation to complete the closeout action in accordance with AAS ON 2019-003. Activities may include verifying that the contract is physically completed, verifying that documents and clearances required for contract closeout have been received, confirming that there are no unresolved issues that preclude contract closeout such as contract audit completion, contractor's closing statement is completed, contractor's final invoice has been submitted; and contract funds review is completed and excess funds deobligated, etc.

Output: Memorandum of Record, Letters, Negotiation Memorandum, SF30, Modification Documentation, Reconciliation/Funds Management Documentation

<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Monitoring Method</b>	<b>Frequency</b>
Closeouts are completed within the time requirements in	90% completed timely in order to maintain a "green" AQI	AQI Report	Monthly

AAS ON 2019-003	reporting status		
Contractor actively analyzes & monitors close out reports and provides notifications to the acquisition team (CO & PM) and Government focal point in a timely fashion.	<ol style="list-style-type: none"> <li>1. Notification to acquisition team is provided in a timely manner so that the CO &amp; PM assist with close out in timely manner and;</li> <li>2. Reporting results provided to the Government focal point are reasonably accurate</li> </ol>	Spot check of closeout tracker, reports and analysis	Monthly or more frequently as needed

#### 2.4 Task Four – General Business Administrative and Operational Tasks

The contractor shall assist the government in general tasks to support the operations of AOD & AAS. Activities may include meeting preparation, attendance at meetings, tracking and pulling various reports such as acquisition quality indicator reports (AQI) on a monthly basis or as needed, conducting data analysis, identifying data discrepancies or trends, reporting results or conclusions to government personnel and developing proposed solutions.

The contractor shall, upon request, assist the government in developing process maps or flow charts for acquisition related activities, develop standardized templates for use by AOD & AAS staff, and assist in drafting AAS or AOD operation instruction documents.

The contractor shall coordinate meetings with AAS staff weekly to create, review and update project Smartsheets, including new and active projects. Changes in project Smartsheets shall be updated within the status column of the Workload Tracker. Contractor shall compare the Option Year and New Awards report from ITSS/ASSIST to Smartsheet data discussed with PMs during scheduled meetings. Contractor shall monitor data and provide an overview of upcoming deadlines within a weekly Smartsheet report.

Contract shall also provide Salesforce support to AAS including updating dates and statuses for opportunities and pulling opportunity reports when requested.

Output: Smartsheets, Reports, Written Recommendations of Findings or Trends.

### **2.5 Task Five - Data Calls and Audit Preparation**

The contractor shall assist AAS and AOD in responding to data calls and audits as needed. The contractor shall collect information and documentation and perform necessary tasks as required to respond to the data call or audit request.

Output: Reports, Contract Files, Question and Answer Documentation

### **2.6 Task Six - Contract File Reviews**

The contractor shall perform contract file reviews utilizing existing checklists on an as needed basis. The contractor shall document reviews and notate findings and recommended corrective action, if needed. The contractor shall report the results to government personnel.

Output: File Review Documentation, Reports, Recommendations

## **3. Performance Requirement Summary**

The performance standards described here are applicable to all the services performed. In addition, specific performance requirements for individual tasks are specified in the task description paragraph.

<b>Performance Measure</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level (AQL)</b>	<b>Monitoring Method</b>	<b>Frequency of Inspection</b>	<b>Incentive/Disincentive</b>
Recruitment	Contractor identifies qualified replacement personnel who will be submitted for background investigations within 15 days after any notification of resignation, exercise of an optional line item to increase personnel quantity or other modification.	Contractor routinely identifies qualified replacement or additional qualified personnel within 15 days in order for background investigations to be initiated. It is uncommon for qualified personnel not to be identified within 15 days.	Review of monthly activity report, monthly meetings, emails or other discussions between the government and the contractor	As needed when there is contractor personnel turnover or when an option is exercised.	Performance discussion with contractor and/or positive/negative CPARS Assessment, and \$500 deduction off the monthly invoice for each month where the standard is not met. Incentive/disincentive may be negotiated depending based on demonstrated best effort.

Retention	On site staffing levels of funded positions are filled.	At least 85% of the time all funded positions are filled.	Review of contractor start and end dates.	Annually	In addition to any other price recalculation/p
					ration clause contained in the terms and conditions of this task order, a \$1000 deduction on the contractors invoice at the end of the year if staffing levels fall below 85% fill rate for the year, and performance discussion with contractor to include positive/negative CPARS Assessment,
Quality of work products produced	Work products and documentation produced are clearly written, unambiguous, organized reasonably free of errors and able to be understood by the reader. Documentation is produced in the proper format (UCF, Commercial Format, Task Order Format, etc.) and includes minimum required elements customary for industry practice.	At least 4 out of 5 documents reviewed meet the stated standard.	Any of the following method may be used by the Government: Spot check of documentation, Visual inspection, verbal or other documented feedback government personnel, surveys	Monthly	Discussion with contractor and reperformance of services
Management oversight	Contractor management conduct themselves in a professional and business like manner;Issues are resolved by contractor mngt in timely manner; Contractor maintains	No more than 1 documented valid complaint of unprofessional behavior in any 3 month period	Any of the following method may be used by the Government: Verbal or other documented feedback from government	As needed	Performance discussion with contractor and/or positive/negative CPARS Assessment

	oversight/management of its employees; Contractor management interacts with government personnel in timely and knowledgeable fashion		personnel, satisfaction surveys		
Conduct/Ethics and Professionalism	Contractor personnel conduct themselves in a professional and business like manner at all times. Contractor staff does not cause disruption to the office work environment. Disagreements are elevated appropriately and handled by the contractors management.	Zero tolerance for serious conduct, ethical or unprofessional issues. For less significant issues, no more than 1 documented valid complaint of unprofessional behavior in any 3 month period.	Any of the following methods may be used by the Government: Visual observation, surveys, feedback from government personnel	As needed	Performance discussion with contractor and/or positive/negative CPARS Assessment, and Possible removal of contractor employee
Compliance with regulation and policy	Agency regulation and regional policy, processes and procedures are followed.	Minor miscommunications or misunderstandings may occur from time to time but are rectified quickly, non-intentional, and are no more than 1 documented instance in a 3 month period. No major non-compliance issues identified.	Any of the following methods may be used by the Government: Visual observation, surveys, feedback from government personnel	Monthly	Performance discussion with contractor and/or positive/negative CPARS Assessment, and Possible removal of contractor employee

#### 4. Delivery or Deliverables

Deliverable	Due	Frequency	Format	Quantity	Whom to Deliver to
Activity Report	10 <sup>th</sup> of each month or the next business day if the 10 <sup>th</sup> is a weekend	Monthly	PDF or Microsoft Word Document	1	COR

Quality Control Plan	15 days after contract award	As needed upon any contractor change to the their QC plan	PDF or other Microsoft compatible format	1	COR
Position & Personnel List	1 day after contract award	As needed upon any personnel changes	PDF, MS Word or Excel, google sheet or google document	As needed	COR
Program Management Review	By the 10 <sup>th</sup> of the month or the next business day if the 10 <sup>th</sup> is a weekend	As requested by the government but no more than once per month. The government will provide a minimum 1 week notice should a monthly status meeting be requested	In person or virtually.	As needed	COR and/or GSA Management
Non-Disclosure Agreements (NDA)/Individual Conflict of Interest Form (COI)	1 day after contract award in conjunction with the personnel list submission for the initial contractor personnel.  Post award: submit at the time the contractor employee's	Upon any contractor personnel changes.	PDF or other Microsoft compatible format	1 NDA and 1 COI form for each contract employee	CO & COR

	start date is agreed upon between the government and the contractor				
Organizational Conflict of Interest Plan	1 day after contract award.	As needed upon any contractor changes to the plan	PDF or other Microsoft compatible format	1	CO & COR
Contractor Telework Plan	15 days after contract award	As needed upon any contractor changes to the plan	PDF or other Microsoft compatible format	1	CO & COR

## 5. Meetings/Reports

Meetings for the administration of the work under this PWS may be conducted at Building 41, Denver Federal Center, Lakewood, Colorado, at the contractors location, or through an alternative method of communication (such as a teleconferencing), as approved by the Contracting Officer. The contractor will be responsible for preparing any needed materials for topics presented during the meetings.

### 5.1. Post-award Kickoff Meeting

Within 10 business days after the contract award, a post-award kickoff meeting will be conducted at the Denver Federal Center, Building 41, Lakewood, CO 80225 or using other methods such as video conferencing or teleconferencing. The location, date and time will be mutually agreed-upon after award.

### 5.2. Program Management Review

The Government may request monthly or quarterly program management reviews. The contractor is responsible for reporting the progress made and current status on contract activities. The government will identify any risks, issues, or concerns, and provide feedback on the Contractor's progress and performance. The Contractor shall provide written data and verbal presentations as needed to report any identified risks, issues, or concerns and their mitigation or its plans for their mitigation. This meeting may be in person or virtual as requested by the government.



### **5.3. Monthly Activity Report**

The contractor shall submit a monthly activity report. The activity report shall include at a minimum the following information:

- Summary of the tasks performed for the previous month, current status and progress made regarding specific tasks agreed upon between the government and the contractor.
- Identify contractor Quality Control activities during the month and results.
- Identify any challenges encountered, risks, issues or concerns along with proposed solutions for mitigating them or removing barriers in the future.
- Referencing the elements in the PRS and the PWS, discuss/ identify how the contractor is meeting or exceeding the standard. (i.e retention status, management oversight)

## **6. Special Instructions, Requirements & Clauses**

### **6.1. Operating Hours and Government Closures**

Work hours shall be between 6:30am and 5:30pm mountain time(MST) with core hours between 9:00am-11:00am and 2:00pm-3:00pm(MST) each day for all contractor employees, Monday through Friday or as otherwise approved by the Contracting Officer (CO). The contractor shall provide continuous full-time support services Monday through Friday to accomplish the tasks of this PWS.

No contractors shall work on any federal holidays which a normally:

New Year's Day – 1 January  
Dr. Martin Luther King, Jr. Birthday – 3rd Monday in January  
Washington's Birthday – 3rd Monday in February  
Memorial Day – Last Monday in May  
Juneteenth - 19 June  
Independence Day – 4 July  
Labor Day – 1st Monday in September  
Columbus Day – 2nd Monday in October  
Veterans Day – 11 November  
Thanksgiving Day – 4th Thursday in November  
Christmas Day – 25 December

When a holiday falls on a Sunday, the observance will occur on the following Monday.

When a holiday falls on a Saturday, the observance will occur on the preceding Friday.

### **6.2. Data and Information**

All information and data related to this project that the contractor gathers or obtains shall be both protected from unauthorized release and considered the property of the government. The contracting officer will be the sole authorized official to release

verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this contract. Press releases, marketing material, or any other printed or electronic documentation related to this project, must not be publicized without the written approval of the contracting officer.

## **7. Government Furnished Equipment and Information**

Basic facilities and equipment such as work space and its associated operating requirements (i.e., phones, desks, utilities, information technology, and consumable and general purpose office supplies) will be provided while working in Government facilities. Performance of this requirement may require work space and/or desk space sharing while working in government facilities. With the exception of a government furnished laptop, the contractor is responsible for supplying its own work space and all associated operating resources (i.e. phones, internet, desks, consumables and general purpose office supplies) while teleworking.

Any government furnished equipment (i.e. laptop, PIV card) will be returned in a timely fashion when contractor employees are no longer assigned to this contract or the contract performance ends.

Information - The Government will provide information, material and forms unique to the Government for supporting the task. All Government unique information related to this requirement, which is necessary for Contractor performance, will be made available to the Contractor.

## **8. Exhibits and Attachments**

### **8.1. Attachment 2: Position Descriptions**

## Revisions Matrix

Location	Revision	Date
Para 1.4 Place of Performance Para 3 - Performance Requirements Summary Para 6.1 Operating Hours & Gov't Closures Para 7 - Gov't Furnished Equipment & Information	Remove "On Site" Requirements. Incentive/Disincentive Statement on Best Effort. Add Juneteenth as Federal Holiday. Remove "On Site" Add Return Policy for GFE	23 May 2022